

**BY ORDER OF THE CHIEF,  
NATIONAL GUARD BUREAU**



**MANPOWER STANDARD 510000**

**1 SEPTEMBER 2004**

***Manpower Standard***

***MEDICAL COMMAND***

**COMPLIANCE WITH THIS PUBLICATION IS MANDATORY**

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This Air National Guard Manpower Standard (ANGMS) quantifies the manpower required to accomplish the tasks described in the work center description (WCD) for varying levels of workload in the Medical Command function whose mission is to provide oversight of the Force Health Management, Bioenvironmental Engineering and Public Health functions. This standard applies to all ANG wings and Detachment 1, Headquarters Washington ANG, Camp Murray WA. It does not apply to Combat Readiness Training Centers (CRTC's). This standard is applicable to peacetime operations only. The Air National Guard (ANG) is authority for the approval and publication of ANG Manpower Standards. Air Force (AF) and ANG directives contain policy and procedural guidance for the operation of the Medical Command function. This standard was developed in accordance with AF Instruction (AFI) 38-201, *Determining Manpower Requirements*, and AF Manual (AFMAN) 38-208, Volume 1, *Air Force Management Engineering Program (MEP) - Processes*, and AFMAN 38-208, Volume 2, *Air Force Management Engineering Program (MEP) - Quantification Tools*. Send comments and suggested improvements on AF IMT 847, *Recommendation for Change of Publication*, through channels, to ANG, Management Engineering Branch (ANG/XPME/Operating Location TN [OLTN]), 106 Briscoe Drive, McGhee Tyson Air National Guard Base, TN 37777-6283.

**1. STANDARD DATA.**

1.1. Approval Date: 23 June 2004.

1.2. Man-hour Data Source: A Staffing Pattern was used to determine manpower requirements.

1.3. Man-hour Equation:  $Y = 1$  (Constant Manning).

1.4. Points of Contact.

1.4.1. Functional: CMSgt Mary Gamache, ANG/SGAT, Medical Force Development

1.4.2. Manpower: Mrs. Dora Hooks, ANG/XPME/OLTN, Management Analyst

**2. APPLICATION INSTRUCTIONS.** This work center requires constant manning of one authorization. No other application instructions apply.

**3. STATEMENT OF CONDITIONS.** The normal hours of operation for this function are 80 hours per two-week period. Units work numerous schedules, from the normal 40 hours per week to alternate work schedules ranging from four ten-hour days per week to eight nine-hour days and one eight-hour day per two-week period. There are no other standard of living constraints that impact the daily operation of this work center.

DANIEL JAMES III, Lieutenant General, USAF  
Director, Air National Guard

## Attachment 1

## GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION

*References*

AFI 38-201, *Determining Manpower Requirements*

AFMAN 38-208, Volume 1, *Air Force Management Engineering Program (MEP) Processes*

AFMAN 38-208, Volume 2, *Air Force Management Engineering Program (MEP), Quantification Tools*

*Abbreviations and Acronyms*

**AF** - Air Force

**ANG** - Air National Guard

**ANGMS** - Air National Guard Manpower Standard

**CRTC** - Combat Readiness Training Center

**METL** - Mission Essential Task Listing

**TDY** - Tour of Duty

**UTA** - Unit Training Assembly

**WCD** - Work Center Description

*Terms*

**Air National Guard Manpower Standard (ANGMS).** A numbered, specialized publication that quantifies manpower requirements for a work center. Also includes approved variances. See AFI 38-201.

**Manpower Standard.** The basic tool used to determine the minimum level of manpower required to support a function. It is a quantitative expression that represents a work center's man-hour requirements in response to varying levels of workload.

**Staffing Pattern.** Constant manpower.

**Work Center Description.** A format that shows work center responsibilities structured for easy measurement of work categories, tasks and subtasks.

**Attachment 2****WORK CENTER DESCRIPTION****MEDICAL COMMAND****A2.1. DIRECT:****A2.1.1. MANAGEMENT:**

A2.1.1.1. DIRECTS MEDICAL GROUP. Oversees Force Health Management, Public Health and Bioenvironmental Engineering work centers.

A2.1.1.1.1. ESTABLISHES POLICY, DIRECTS/CONTROLS AND PERFORMS SELF-ASSESSMENT OF WORK CENTER ACTIVITY.

A2.1.1.1.2. ANALYZES, MONITORS AND REPORTS INDIVIDUAL MEDICAL READINESS. Ensures a viable and fit military force for worldwide deployability.

A2.1.1.1.3. ENSURES THE MEDICAL GROUP IS ORGANIZED, TRAINED AND EQUIPPED FOR FEDERAL OR STATE CONTINGENCY TO INCLUDE GLOBAL, HOMELAND DEFENSE AND HUMANITARIAN MISSIONS.

A2.1.1.1.4. PERFORMS AS WING TECHNICAL ADVISOR IN MEDICAL RESPONSE FOR HOMELAND DEFENSE, WEAPONS OF MASS DESTRUCTION, COUNTER DRUG SUPPORT, CRISIS MANAGEMENT AND DISASTER RESPONSE.

A2.1.1.1.5. ANALYZES RECRUITING/RETENTION STATISTICS AND OVERSEES RECRUITING ACTIVITIES FOR THE MEDICAL GROUP. Primary Wing liaison for regional health recruiting.

A2.1.1.1.6. MANAGES MEDICAL CREDENTIALING PROGRAM AND INCENTIVES. Gathers documentation from provider to establish/continue the credentialing process. Contacts diploma/license-awarding agency to verify authenticity. Performs National Practitioners Databank inquiry. Performs Federation of State Medical Board inquiry. Prepares Centralized Credentials Quality Assurance System report. Gathers and compiles data, submits report and maintains record.

A2.1.1.1.6.1. ESTABLISHES CREDENTIALS AND PRIVILEGES (NEW ASSESSIONS).

A2.1.1.1.6.2. MAINTAINS CREDENTIALS AND PRIVILEGES (CURRENT MEDICAL PERSONNEL).

- A2.1.1.1.7. PROVIDES OVERSIGHT FOR IMPLEMENTATION OF FEDERAL, STATE AND LOCAL PROGRAMS. Includes the Resource Conservation and Reuse Act, Clean Air Act, Noise Abatement, National Pollution Discharge Elimination System, Occupational Safety and Health Administration, Environmental Protection Agency, Center for Disease Control and Federal Drug Administration.
- A2.1.1.1.8. PROVIDES OVERSIGHT FOR EPIDEMIOLOGY, OCCUPATIONAL HEALTH AND OPERATIONAL HEALTH FOR DUAL AND NON-DUAL STATUS PERSONNEL.
- A2.1.1.1.9. PROVIDES OVERSIGHT FOR BASE ENVIRONMENTAL, POLLUTION MONITORING, BASE RADIATION PROGRAM AND QUANTITATIVE FIT TESTING.
- A2.1.1.1.10. ENSURES COMPLIANCE WITH/PREPARATION FOR HEALTH SERVICES INSPECTION, OPERATIONAL READINESS INSPECTION, UNIT COMPLIANCE INSPECTION AND ENVIRONMENTAL SAFETY AND OCCUPATIONAL HEALTH COMPLIANCE ASSESSMENT AND MANAGEMENT PROGRAM.
- A2.1.1.1.11. PROVIDES OVERSIGHT OF WING PROGRAMS SUCH AS DEMAND REDUCTION, FITNESS AND HEALTH PROMOTION.
- A2.1.1.1.12. COORDINATES MEDICAL ACTIVITIES WITH FEDERAL AND STATE AGENCIES AND CIVILIAN HEALTH ORGANIZATIONS. Includes Federal Emergency Management Agency, State and/or county Office of Emergency Management, Department of Public Health, military support to civil authorities and local hospitals.
- A2.1.1.1.13. IMPLEMENTS INFORMATION MANAGEMENT SYSTEMS AND TECHNOLOGIES. Responsible for computer systems, resources and protection.
- A2.1.1.2. DEVELOPS/IMPLEMENTS DIRECTIVE. Develops/implements policy, procedure, plan and operating instruction.
- A2.1.1.3. PROVIDES GUIDANCE. Provides guidance to work center supervisors to ensure mission accomplishment.
- A2.1.1.4. ANALYZES REPORT. Analyzes information impacting military, state and local leadership.
- A2.1.1.5. COORDINATES VISITING OFFICIAL. Receives visitor, inspector or other official; assists visitor to accomplish purpose of visit; and escorts visitor in restricted/controlled areas.

A2.1.1.6. INDOCTRINATES PERSONNEL. Conducts interview, determines/makes job assignment and familiarizes newly assigned personnel with the work center.

A2.1.1.7. RATES PERFORMANCE:

A2.1.1.7.1. PREPARES PERFORMANCE REPORT.

A2.1.1.7.2. INDORSES PERFORMANCE REPORT.

A2.1.1.7.3. NOMINATES PERSONNEL FOR AWARD.

A2.1.1.8. IDENTIFIES MISSION REQUIREMENT. Develops a mission essential task listing (METL) to identify unit capabilities required to execute the assigned mission.

A2.1.1.9. DEVELOPS TRAINING REQUIREMENT. Ensures unit training program prepares the unit to meet METL objectives.

A2.1.1.10. INSPECTS FACILITY. Performs periodic inspection of work center for adequate housekeeping and identifies hazard affecting safety, fire or security.

A2.1.1.11. SUPERVISES PERSONNEL:

A2.1.1.11.1. SCHEDULES PERSONNEL. Schedules subordinate personnel to meet mission requirement.

A2.1.1.11.2. COUNSELS PERSONNEL. Counsels subordinate personnel on performance and progress in career development and suggests areas for improvement. Takes necessary corrective action to maintain discipline.

A2.1.2. MEETING:

A2.1.2.1. PREPARES FOR MEETING. Gathers information and organizes reference material to conduct or participate in meeting, briefing or conference.

A2.1.2.2. CONDUCTS OR PARTICIPATES IN MEETING:

A2.1.2.2.1. ATTENDS FINANCIAL MANAGEMENT BOARD MEETING. Manages the financial planning and execution of the Medical Group budget, both medical and non-medical, including allocated days and dollars to support training and mission requirements.

A2.1.2.2.2. ATTENDS COMMANDER'S STAFF MEETING.

A2.1.2.2.3. CONDUCTS COMMANDER'S CALL.

A2.1.3. UNIT MOBILITY. Responsible for the unit's mobility plan, mobility resources and unit readiness capability.

A2.1.4. FORCE PROTECTION. Ensures adequate measures are in place to protect life and safety of personnel.

**A2.1.4.1. CONDUCTS INVESTIGATION OF ACCIDENT OR INCIDENT.**

Investigates ground, explosive or aircraft incident. Assists or prepares investigation report.

**A2.1.4.2. MANAGES RISK MANAGEMENT.** Assesses and mitigates the dangers associated with the execution of the mission.

A2.1.5. TEMPORARY DUTY (TDY) TRAVEL. Performs TDY travel in support of mission.

A2.1.6. UNIT TRAINING ASSEMBLY (UTA). Coordinates planning and scheduling of tasks associated with preparation for UTA.

**A2.2. INDIRECT.** Indirect work involves those tasks that are not readily identifiable with the work center's specific product or service. The major categories of standard indirect work are: Administers Civilian, Officer, and Enlisted Personnel; Directs Work Center Activity; Provides Administrative Support; Prepares for and Conducts/Attends Meeting; Administers Training; Manages Supplies; Maintains Equipment; and Performs Cleanup.

## Attachment 3

## MANPOWER TABLE

## A3.1. Standard Manpower Table.

STANDARD MANPOWER TABLE							
WORK CENTER/FAC Medical Command/510000		APPLICABILITY MANHOUR N/A					
Air Force Specialty Title	AFSC	Grade	Manpower Requirement				
Medical Group Commander	041A3	Civ	1	1	1	1	1
Total			1	1	1	1	1

**NOTE.** AFSCs may be adjusted (e.g., 046N3) at the discretion of the Commander.